DCIPS

DEFENSE CIVILIAN INTELLIGENCE PERSONNEL SYSTEM

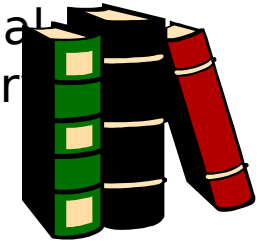
DCIPS PAY BANDS "IA" → DCIPS GRADES "GG"

Current Versus New Position

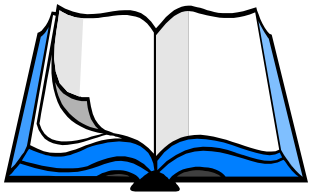
 All Army DCIPS banded positions will be transitioned to DCIPS grades effective 25 March 2012. In all cases, Army DCIPS employees currently assigned to a pay band identified by pay plan "IA" will change to a DCIPS grade -- pay plan "GG". During transition, the employee's CURRENT position is aligned for the new DCIPS graded system.

- This tutorial describes transition impacts leading up to and resulting from transition from a DCIPS banded environment to a DCIPS graded environment. These changes are based upon revised Department of Defense Instruction (DoDI) 1400.25 (volumes 2001-2015) and supplemental Army Policy Volumes (AP-V's) 2001-2015, to be published prior to transition.

- Most of the information depicted in this tutorial are anticipated DCIPS policy changes but are solely predecisional until final p e signed. Furthermore, this tutorial is a summar d not inclusive of all DCIPS policy changes



Why are we Transitioning DCIPS?



 The Secretary of Defense made the decision to transition all Defense Intelligence employees currently in DCIPS pay bands, with the exception of those at National Geospatial-Intelligence Agency (NGA), to DCIPS Grades. His decision was based on input from Component and Department leadership, the Director of National Intelligence, the Director of the Office of Personnel Management, and our congressional oversight committees.

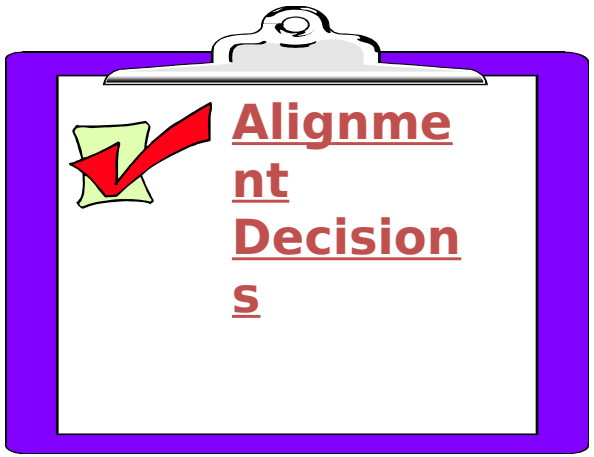
- The Secretary's decision **does not** represent abandonment of DCIPS and its fundamental tenets of unifying the Defense Intelligence Enterprise within a performance driven culture. However, excluding NGA, future Defense Intelligence base pay increases will not be directly linked to performance and employees will be aligned to the DCIPS graded structure.

- **The heart of the DCIPS program will stay intact, including the occupational structure, common performance management system, and bonuses tied to performance**.

- At transition we will implement USD(I)'s enabling instructions

Alignment from Band Levels to DCIPS Grades

IA to GG



Upon Transition the GG Equivalent (GGE) will NO Longer be Used

The GGE will not be used to determine the grade of base salary. The GGE was used to identify the waiting period for the periodic increase.)

Pay Band 1	
GG 07	GGE 07
GG 06	GGE 06
GG 05	GGE 05
GG 04	GGE 04
GG 03	GGE 03
GG 02	GGE 02
GG 01	GGE 01

Pay Band 2	
GG 10	GGE 10
GG 09	GGE 09
GG 08	GGE 08
GG 07	GGE 07

Pay Band 3	
GG 13	GGE 13
GG 12	GGE 12
GG 11	GGE 11

Pay Band 4	
GG 14	GGE 14
GG 13	GGE 13

Pay Band 5	
GG 15	GGE 15

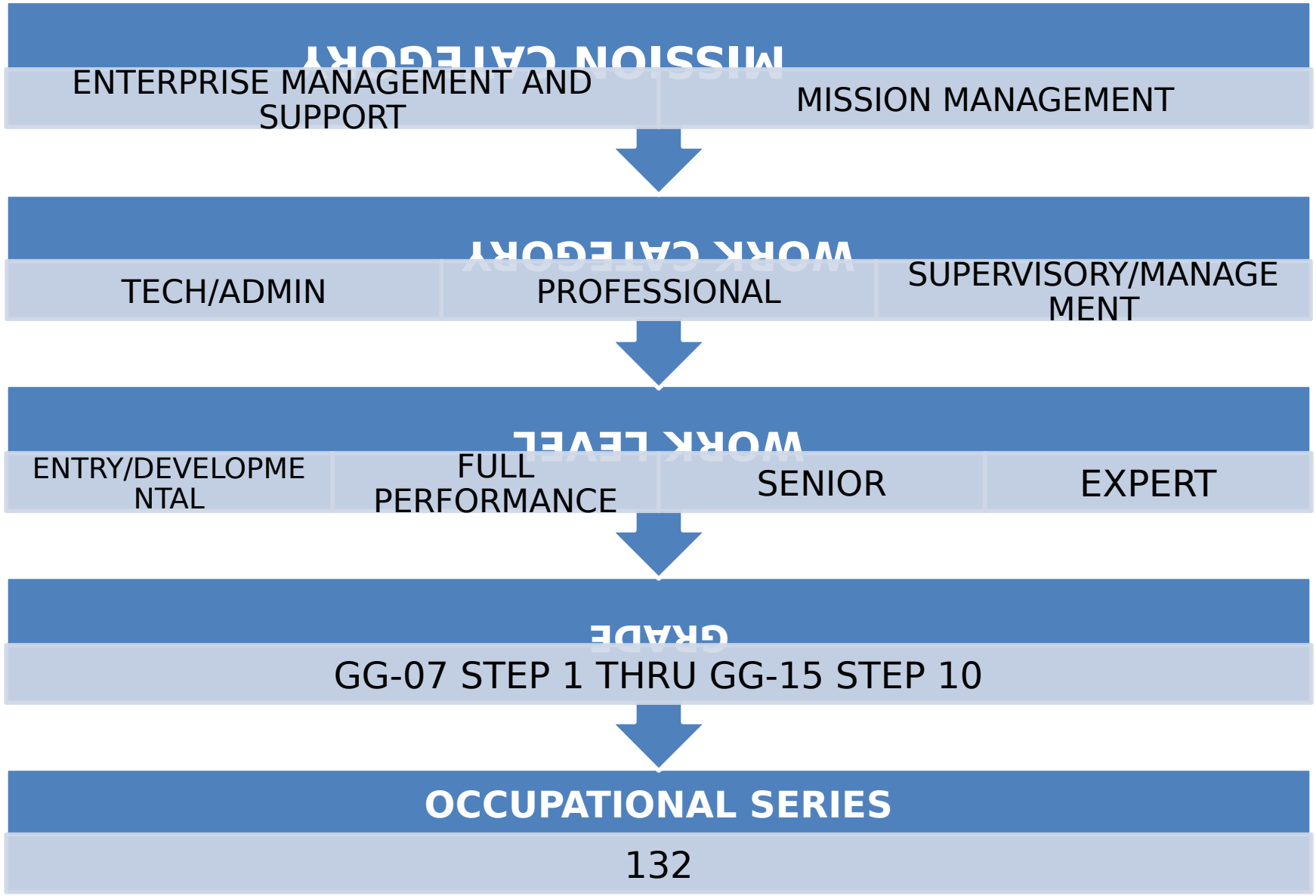
Interim GG Equivalents

In Determining the DCIPS Grade: Alignment (Classification) is the key

IA

GG

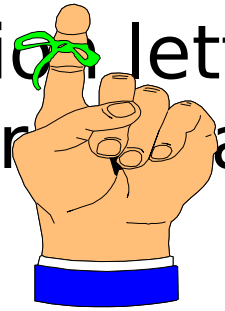
The Position Alignment Process



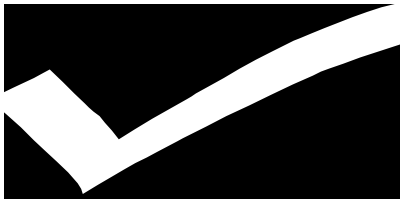
If I could just pretend this apple was really an orange...

KEY POINTS

- Commands will identify an authorizing official who will have certification authority for assigning a grade for each position according to Appendix C of the Total Army Comprehensive DCIPS Transition Plan. This is in alignment with page 10 of Appendix C.
- Supervisors will provide employees with a notification letter of their assigned grade prior to transitioning



KEY POINTS



- The Elements of the DCIPS occupational structure will remain: Each position will still be aligned to the mission category, work category, and work level

- Army will follow the DCIPS grading standard occupational structure in Army Policy Volume (AP-V) 2007 but employee positions will still be aligned to a work level

Alignment of Salary with DCIPS Grades

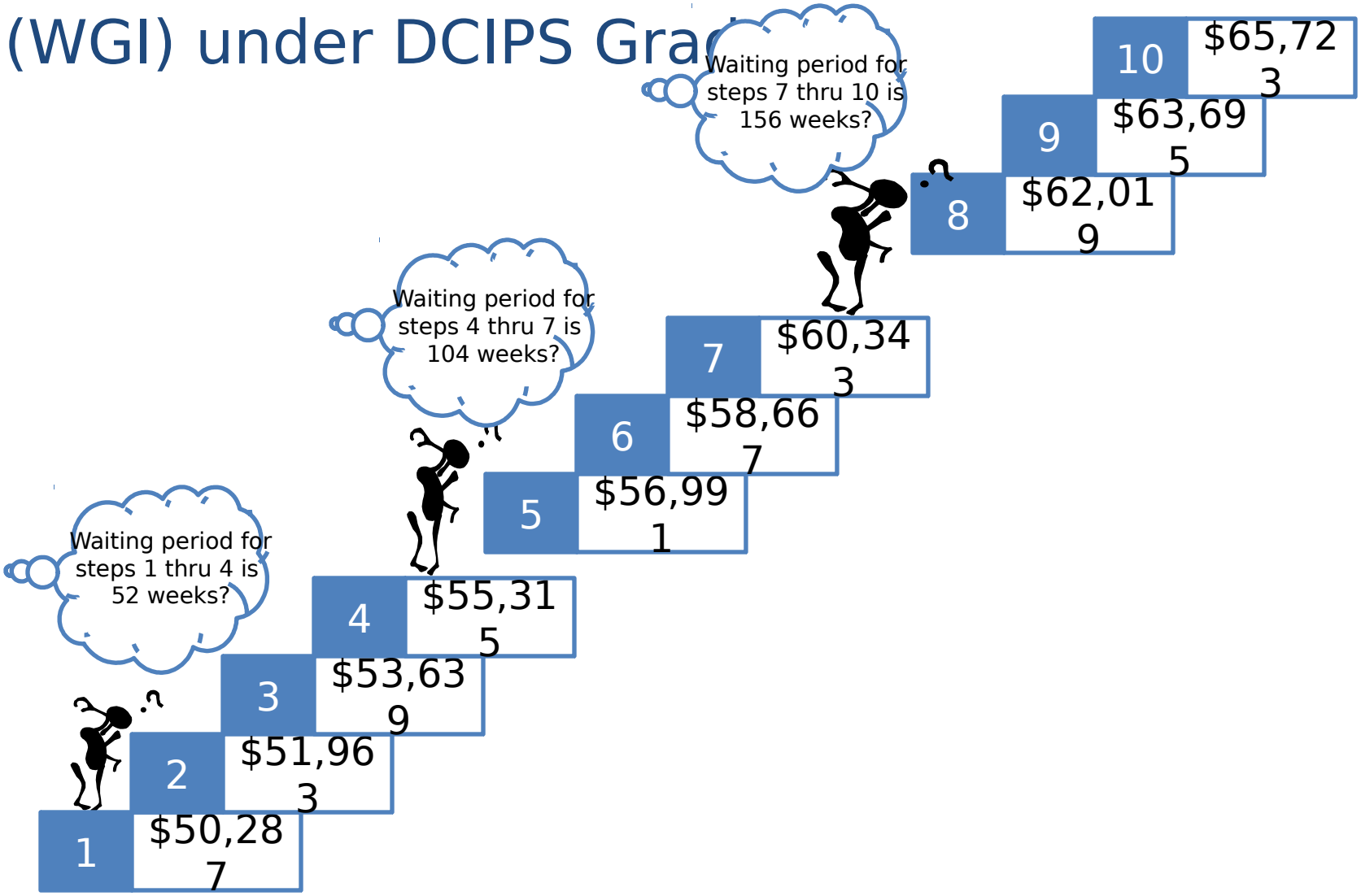
Alignment of Salary to Grade and Step

Does the employee's salary fit between step 1 and 10 of the GG Grade? If so, the salary will be aligned to a step up to STEP 10.

Base Salary will be Aligned to a Step within the Grade Determined – If between steps, a b

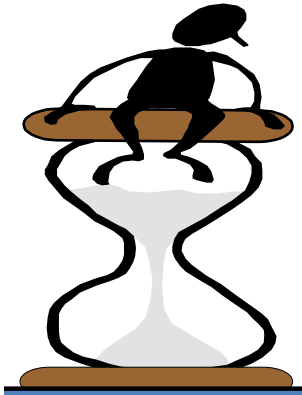
Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	WGI
15	$99,628	$102,949	$106,270	$109,591	$112,912	$116,233	$119,554	$122,875	$126,196	$129,517	$3,321
14	$84,697	$87,520	$90,343	$93,166	$95,989	$98,812	$101,635	$104,458	$107,281	$110,104	$2,823
13	$71,674	$74,063	$76,452	$78,841	$81,230	$83,619	$86,008	$88,397	$90,786	$93,175	$2,389
12	$60,274	$62,283	$64,292	$66,301	$68,310	$70,319	$72,328	$74,337	$76,346	$78,355	$2,009
11	$50,287	$51,963	$53,639	$55,315	$56,991	$58,667	$60,343	$62,019	$63,695	$65,371	$1,676
10	$45,771	$47,297	$48,823	$50,349	$51,875	$53,401	$54,927	$56,453	$57,979	$59,505	$1,526
9	$41,563	$42,948	$44,333	$45,718	$47,103	$48,488	$49,873	$51,258	$52,643	$56,798	$1,385
8	$37,631	$38,885	$40,139	$41,393	$42,647	$43,901	$45,155	$46,409	$47,663	$48,917	$1,254
7	$33,979	$35,112	$36,245	$37,378	$38,511	$39,644	$40,777	$41,910	$43,043	$44,176	$1,133
6	$30,577	$31,596	$32,615	$33,634	$34,653	$35,672	$36,691	$37,710	$38,729	$39,748	$1,019
5	$27,431	$28,345	$29,259	$30,173	$31,087	$32,001	$32,915	$33,829	$34,743	$35,657	$914
4	$24,518	$25,335	$26,152	$26,969	$27,786	$28,603	$29,420	$30,237	$31,054	$31,871	$817
3	$21,840	$22,568	$23,296	$24,024	$24,752	$25,480	$26,208	$26,936	$27,664	$28,392	$728
2	$20,017	$20,493	$21,155	$21,717	$21,961	$22,607	$23,253	$23,899	$24,545	$25,191	$646
1	$17,803	$18,398	$18,990	$19,579	$20,171	$20,519	$21,104	$21,694	$21,717	$22,269	$552

Periodic Increase (PI) under DCIPS bands will be Known as a Within Grade Increase (WGI) under DCIPS Gra



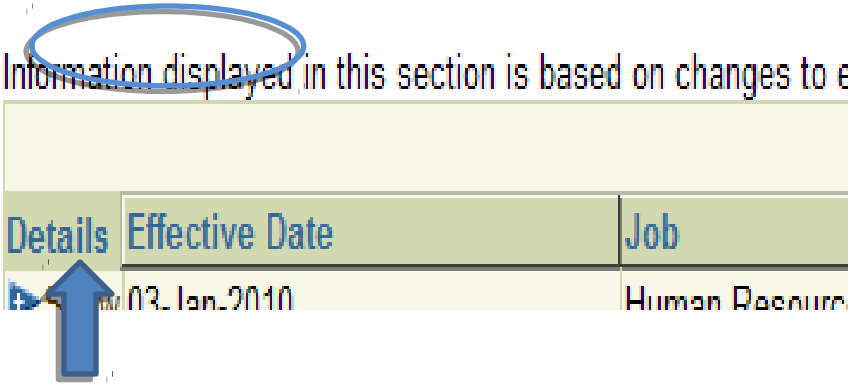
Waiting Period for WGI & Non-Pay Time

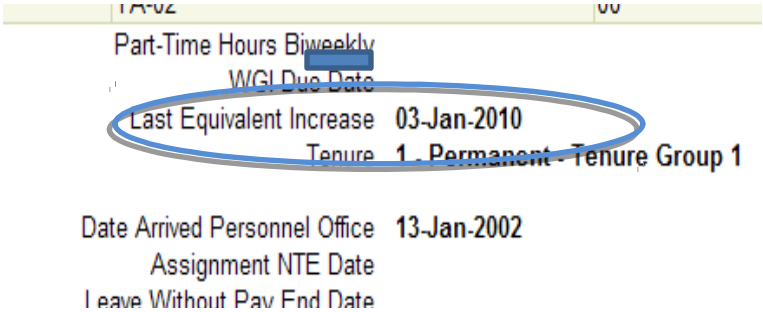
Advancing to Steps…	Waiting Period
2, 3 or 4	52 calendar weeks
5, 6 or 7	104 calendar weeks
8, 9 or 10	**156 calendar weeks**



Advancing to Steps…	Non-Pay Time Allowed
2, 3 or 4	2 workweeks (80 hours)
5, 6 or 7	4 workweeks (160 hours)
8, 9 or 10	**6 workweeks (240 hours)**

Employee WIGI Information as Shown in "My Biz"

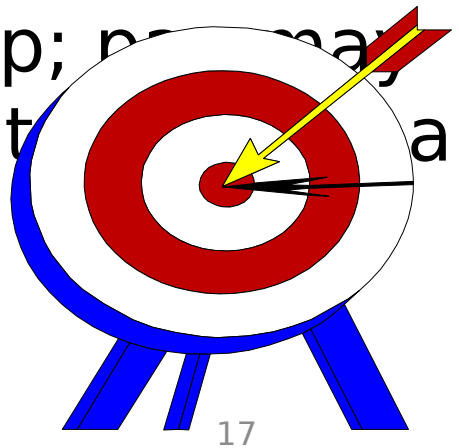



Part-Time Hours Biweekly
WGI Due Date
Last Equivalent Increase 03-Jan-2010
Tenure 1 - Permanent - Tenure Group 1
Date Arrived Personnel Office 13-Jan-2002
Assignment NTE Date
Leave Without Pay End Date

KEY POINTS

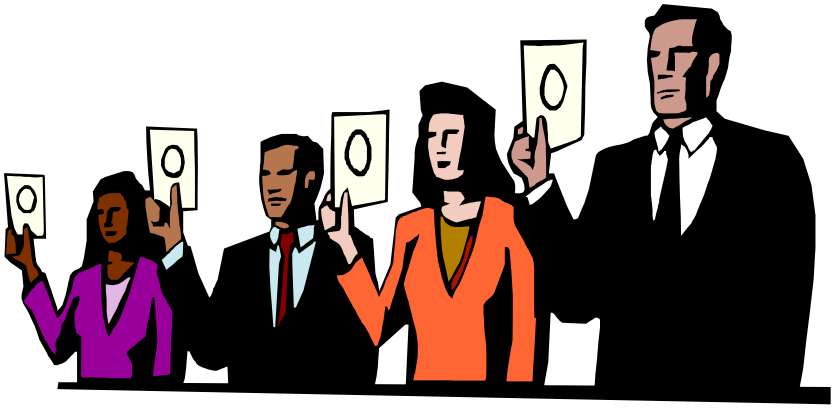
- Employees will not lose pay upon transition

- DCIPS employees' salaries will be aligned to a grade and step; pay may stay the same or increase to a step

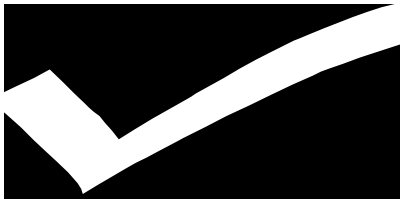


TRANSITION IMPACT ON DCIPS

PERFORMANCE MANAGEMENT



KEY POINTS



- DCIPS performance management system will remain in tact with only minimal change

  - DCIPS employees being aligned to a new work level are REQUIRED to complete a DCIPS closeout performance evaluation immediately preceding transition to document and closeout performance under the previous work level. NO ACTION needed for those not changing work levels other than a midpoint review which is due at the same time as transition.

    - Objectives will continue to be set to work levels and performance-based bonuses will continue to be based on work levels and not grades

    - Employees will continue to be rated

TRANSITION IMPACT ON DCIPS

EMPLOYMENT AND PLACEMENT

KEY POINTS

- New "DCIPS Employment and Placement," Policy (AP-V 2005)
  - New procedures for processing 30% veteran preference pass over
  - Eliminates reference to Interchange Agreement
  - Provides for term appointments of no more than 5 years
  - Enhanced Adjustment in Force (AIF) procedures
  - Clarifies position coverage

    Occupational: Positions engaged in intelligence and related work (requiring a significant degree of specialized intelligence KSA's) in non-intelligence commands and activities

    Organizational: Positions in commands and activities that have a primary intelligence mission

TRANSITION IMPACT ON DCIPS

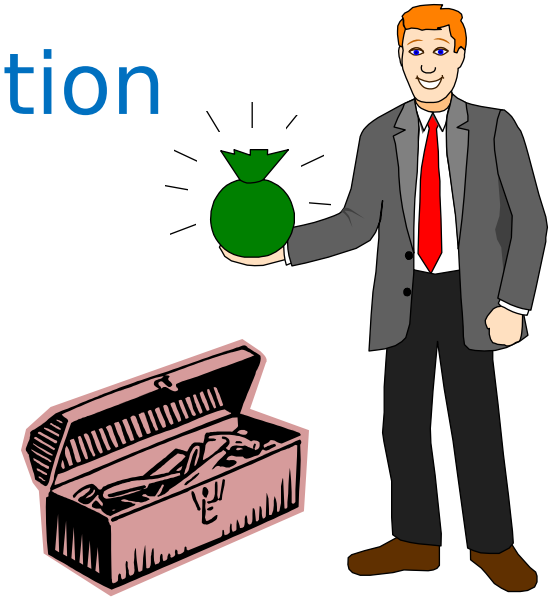
Adjustment in Force

KEY POINTS

- New "DCIPS Adjustment in Force," policy (AP-V 2004).
  - Minimal change. "Adjustment in Force (AIF)" rather than "Reduction in Force (RIF)".
  - What Doesn't Change:
    - ✓ DCIPS stresses placement rather than displacement.
    - ✓ DCIPS and Competitive Service employees do not compete against each other during an AIF. A Competitive Service employee cannot **bump** or **retreat** into a position encumbered by a DCIPS employee and vice versa.
    - ✓ Only one round of competition in an AIF because of how Assignment Rights are determined.
    - ✓ DCIPS employees do not have "**Assignment Rights"** that result in chain reactions where one displaced employee displaces another who displaces another, etc. **Instead,** if a position is abolished, no more than two people will be impacted – the person in the position to be abolished and the person on the applicable **Retention Register** with the lowest retention, if different from the first person. The lowest person on the Retention Register is the one who will be displaced.

TRANSITION IMPACT ON DCIPS

Awards and Recognition



KEY POINTS

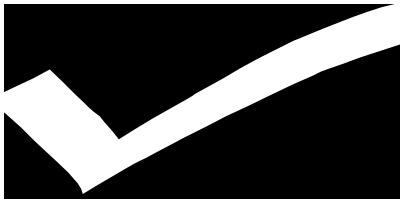
- New DCIPS Awards and Recognition (AP-V 2008) Policy

  - Quality Step Increase (QSI) replaced by:

    - ✓DCIPS Quality Increase (DQI)

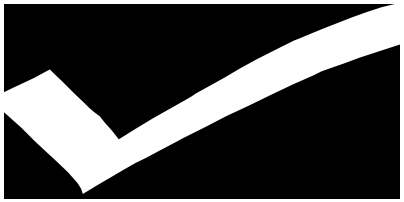
    - ✓DCIPS Sustained Quality Increase (DCIPS SQI)

KEY POINTS



- DCIPS Quality Increase (DQI). DQI is a base pay increase monetary award in the form of an increase in an employee's pay from one step of the grade of his or her position to the next higher step of that grade. *Commands* may use a DQI to reward *Army DCIPS employees with a current evaluation of record of "Outstanding"* and who have not received a base-pay increase monetary award of any type within the preceding 52 consecutive weeks. *Command* discretion may be used to provide additional criteria for this award.

KEY POINTS

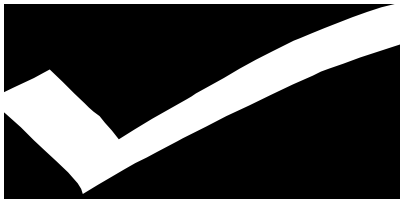


- <u>DCIPS Sustained Quality Increase (DCIPS SQI).</u> DCIPS SQI provides the highest base-pay increase monetary award available to *Army DCIPS employees*. The DCIPS SQI is a sustained performance award reserved to recognize truly exemplary sustained performance. The award consists of a base pay increase monetary award in the form of an increase in an employee's pay of two steps at their current grade. *Commands may use the SQI to reward employees who received "Outstanding" evaluations of record for three consecutive years*, the current and two preceding performance evaluation cycles. Employees *considered for this award* must have been under the DCIPS Performance Management system and in

TRANSITION IMPACT ON DCIPS

DISCIPLINARY, PERFORMANCE-BASED, AND ADVERSE ACTIONS

KEY POINTS



- New DCIPS Disciplinary, Performance-Based, and Adverse Action Procedures (AP-V 2009)

  - Establishes a non-preference eligible Army DCIPS appeals process [replaces administrative grievance rights for non-preference eligible Army DCIPS employees initiated under AP-V 2009 & DoDI 1400.25-V2009]

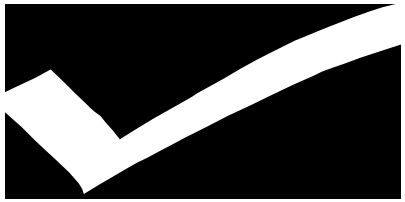
  - Establishes policy and procedures on “Special Termination Authority” under the conditions specified in section 1609, title 10, U.S.C

  - DCIPS disciplinary, performance-based, and adverse actions will continue to be taken to promote the efficiency of the Army DCIPS workforce, in the event of unacceptable performance or misconduct

TRANSITION IMPACT ON DCIPS

EMPLOYEE GRIEVANCES

KEY POINTS



- New “DCIPS Employee Grievance Procedures,” (AP-V 2014) [replaces DoDI 1400.25-SC771 for Army DCIPS employees only]

  - Informal and formal processes provided
  - Remains for the most part aligned to previous Administrative Grievance Procedures with the exception of “excludable matters” --
    - ✓Adverse performance or conduct-based actions [can only be appealed IAW AP-V 2009]
    - ✓Termination of Army DCIPS employee

Before and After Comparison of DCIPS Transition

What critical changes resulted as a result of transition to grades?

	Pay Band	Grades
Annual Rating Period	**P**	**P**
Official Rating Chain	**P**	**P**
Performance Plans	**P**	**P**
Ratings	**P**	**P**
Bonus Pools	**P**	**P**
Performance Payouts	**-**	**-**
Reconsideration Process	**P**	**P**

Now What?

- ✓ Interim DCIPS policies and guidance will remain in effect until transition occurs
- ✓ Await notification of your new alignment to the DCIPS occupational structure
- ✓ Communicate with your supervisor and internal transition point of contact
- ✓ Continue with the DCIPS Performance Management cycle [plan, monitor & Develop]; adjusting accordingly if a special DCIPS closeout is required to document performance at a different work level

Additional Training

Thank you for reviewing this online tutorial.

Additional guidance is available on the Army DCIPS website.

Look for more DCIPS training tutorials on the DCIPS Training web page.